

SLEIS Quick-Start guide

SLEIS Homepage: <https://sleisprod.dhec.sc.gov/sleis>

REGISTRATION:



If you are NOT registered with SLEIS:

- read the registration instructions on the SLEIS Home page
- download the registration form (Electronic Subscriber Agreement, 'ESA') via the 'SLEIS Electronic Reporting Registration Form' link
- fill out the ESA, have it notarized, and mail to address on form
- once the ESA is processed at DHEC, the registered user(s) will receive an email from the system (EI_Submittals@dhec.sc.gov) asking users to create their own password.
- registration questions can be directed to:
Chris Cheatham (803-898-3827) cheathcc@dhec.sc.gov
Jeff Nuovo (803-898-4085) nuovojg@dhec.sc.gov
Lynn Barnes (803-898-4298) barnesls@dhec.sc.gov


NOTE: the form is for the Responsible Official/Certifier/Signatory to register as a Signatory for the listed facility. The R.O. also lists designated data-entry users for the listed facility on the same form. This is a more streamlined registration process versus the previous registration process in that each user does not need to fill out a separate form.

STARTING AN INVENTORY:

- log in at SLEIS Homepage
- select the 'My Facilities' link at the top right of the page
- on the resulting 'My Facilities' page, locate the facility you want to work with (depending on your associations, you may have more than one facility assigned to your account)

My Facilities				
Identifier	Name	Roles	Ready for Submission	Actions
0460-0029	DAK AMERICAS LLC COLUMBIA SITE	Viewer		
0040-0005	SAGE AUTOMOTIVE INTERIORS ABBEVILLE PLT	Editor		

- click the 'Open' button at the far right of the facility name under the 'ACTIONS' heading
- on the resulting 'My Reports' page, locate the Inventory year you are reporting

My Reports				
Reporting Year	Due Date	Submitted Date	Status	Actions
2015	2016-03-31		In Process	

- click the 'Start' button at the far right of the reporting year under the 'ACTIONS' heading


This will bring you to the main inventory report page for the data year you are reporting.


- working left to right then down, click each button (Facility, Release Points, Control Devices, etc.) and update the resulting data screens/items accordingly. Items that are missing in the report can be identified using the 'Validate Report' button under the 'More Actions' header.


2015 Emissions Report


In Process


Facility Inventory


Facility


Release Points



Control Devices


Emission Units


Unit Processes

Emissions


Process Emissions


Report Attachments

Download Template

Import Data

More Actions

Validate Report

Print Report

This is a very simplified guide. Please come to the SLEIS Trainings! See SLEIS Homepage newsfeed for details.